



FALL 2006

*WRITING and NON-WRITING Test
Administrations*

Student Data Upload File Requirements

A detailed description of the demographic data collected as part of the Virginia Standards of Learning Assessments Program.

Student Data Upload File Requirements

Fall 2006 Writing and Non-Writing Test Administrations

Divisions will have the ability to upload their own student data into the PEMSolutions web-based system via a process called *Student Data File Submission* on the **Student Data Information** screen. Users will browse for the student data file to be uploaded as well as provide an e-mail address to which the system will send a notification about the status of the file. Divisions who are participating in any Fall 2006 test administration may submit student data files directly into the system **beginning Wednesday, September 27, 2006**.

Data File

A student data file may be prepared and submitted by the division using a comma separated values file with no header row (**using .csv file extension**) as exported from a student information system with data provided in the order and format described in this document. The following naming convention is recommended for your electronic file: CCTTYDDDD where CC refers to the administration type (WR=Writing or NW=Non-Writing), TT refers to the test administration (FA=Fall), YY refers to the year (YY=06), and DDD refers to your 3-digit division code. **Separate files must be created for your Fall Writing and Fall Non-Writing student records.**

Once the student data file has been prepared, the file may be uploaded using the link

<http://www.pearsonaccess.com/va/>

After an authorized user is logged on, they will select the **Student Data** tab.

Virginia DOE > Assessment Registration and Results

[Orders](#) | [Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | Test Setup | **Student Data**

Current organization: **Virginia Dept of Education** [change organization](#)

Welcome, Terry Lawrence

Important Information

Watch this space for announcements and reminders

PEMSolutions

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Test Setup

[Overview](#)

[Participation Counts](#)

- Enter student counts to order test materials
- Update student demographic data before testing

[Student Registration](#)

- Assign students to paper & online tests
- View student counts by administration

Student Data

[Overview](#)

[Student Data File Submission](#)

- Send student files to the system
- Check for problems with sent files

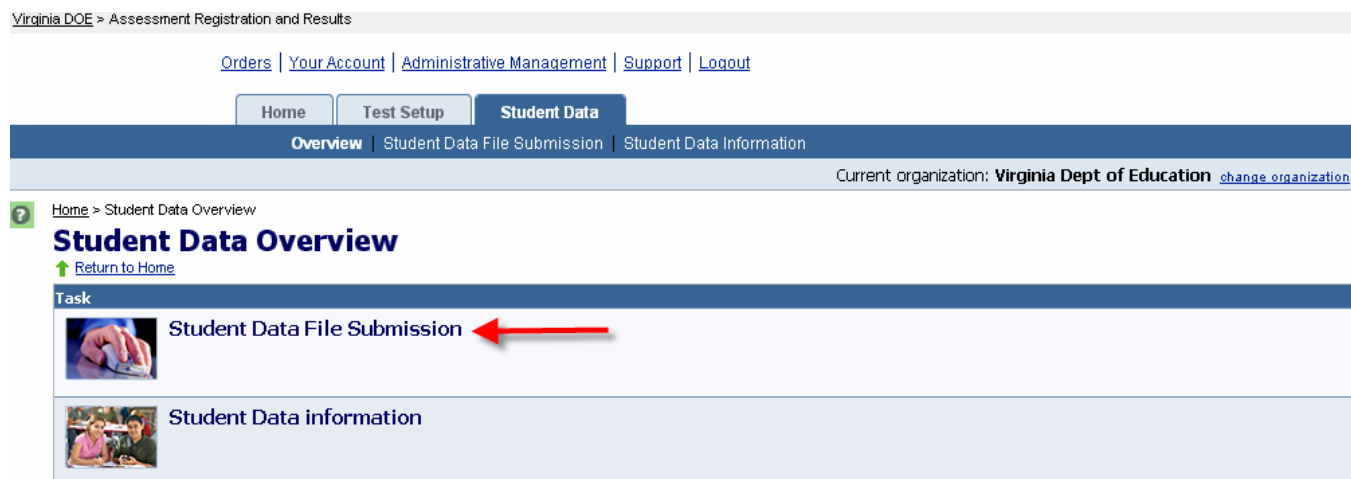
[View Students](#)

- Filter and sort students
- View total student counts
- Change student data

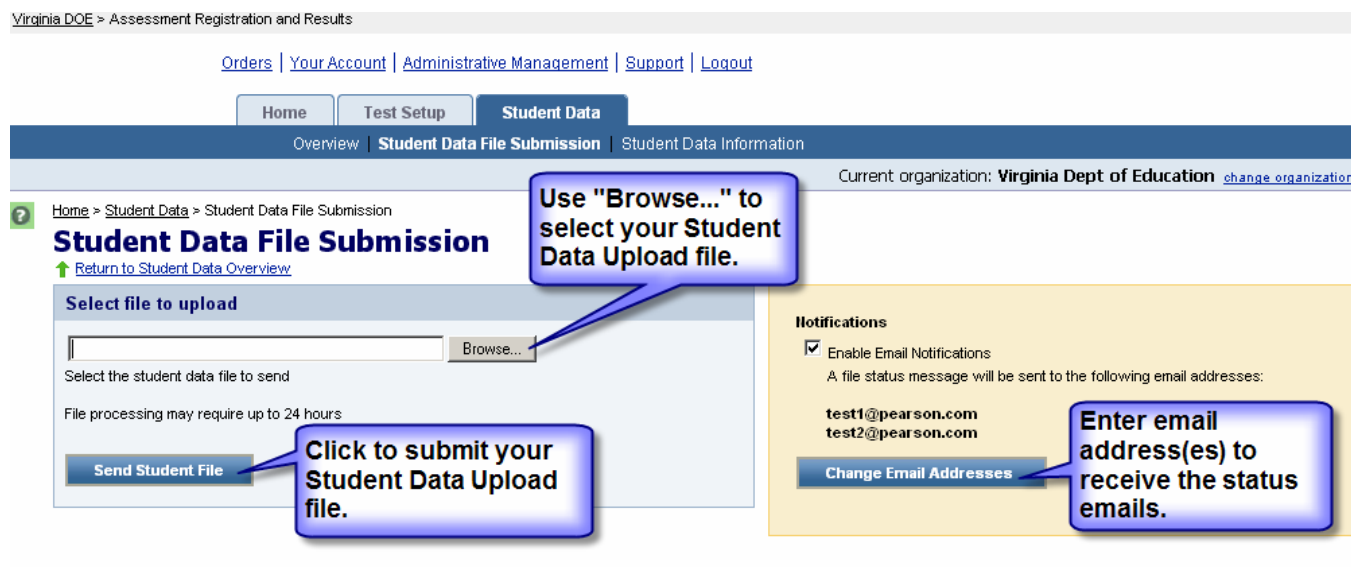
Student Data Upload File Requirements

Fall 2006 Writing and Non-Writing Test Administrations

From this screen they will need to select Student Data File Submission.



Users will use the "Browse..." feature to select the Student Data Upload file to be submitted. Users may provide one or multiple e-mail addresses where the system will send a notification that your file is being "Processed."



After the user submits a file, a processing step will validate the records and check for errors. All valid records will be uploaded into the PEMSolutions database. If an e-mail address was provided, a second e-mail notification will be sent once processing of the file is complete. The e-mail will detail the status of your file and provide you with a link to return to the PEMSolutions Website.

The Update Status of your file will appear in the table at the bottom of the Student Data File Submission screen. The table will display all of your file submissions beginning with the most recent submission. The table contains the following columns: Your Sent Files, Sent By, Sent Date, Status, and Messages. The Status column will indicate one of the following messages:

Student Data Upload File Requirements

Fall 2006 Writing and Non-Writing Test Administrations

1. Processing: The file is still running through the editing process.
2. Rejected: File format was invalid or ALL of the records in the file were invalid.
3. Complete: All records were successfully uploaded.
4. Complete with problems: Only valid records were upload.

Upload Status

View the status of files submitted for your organization
No filters have been applied

Results: 1-5 of 183				
Your Sent Files	✓ Sent By	✓ Sent Date ▼	✓ Status	Messages
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:58 PM	Complete	All 34 records were successfully processed
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:56 PM	Complete with problems	3 records (9% of the file) had data problems.
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:55 PM	Processing...	Processing.
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:54 PM	Processing...	Processing.
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:54 PM	Processing...	Processing.

Click to view list of errors.

Page 1 | [2](#) | [3](#) | [4](#) | [5](#) | [Next](#)

Results: 1-5 of 183

If your file is "Completed with Errors" in the Messages column, a link will appear that indicates how many records were invalid and how much of the submitted file this represents.

Clicking on this link will take you to the screen below.

[Virginia DOE](#) > Assessment Registration and Results

[Orders](#) | [Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Test Setup](#) | **[Student Data](#)**

[Overview](#) | **[Student Data File Submission](#)** | [Student Data Information](#)

Current organization: **Virginia Dept of Education** [change organization](#)

[Home](#) > [Student Data](#) > Student Data File Submission

Student Data File Submission

[Return to Student Data Overview](#)

File Details

Source File: C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv
File Size: 51.664Kb
Uploaded By: Callum Mcleod
Upload Date: 08/10/2006 01:56 PM

[Show/Hide Details](#) [Finish and Return](#)

Data Problems in file "C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv"
Details: 3 records (9% of the file) had data problems. Problems are encountered when the contents of your file does not match the specified file format or data in the file is incorrect.

Data Problems

[+](#) **1 Student Data Records** invalid combination of values

[-](#) **2 Student Data Records** The student values did not match the existing student values

8810101979	One the Students First Name, Last Name, Gender and Data of Birth values did not match the existing student values.
8810101985	One the Students First Name, Last Name, Gender and Data of Birth values did not match the existing student values.

Student Data Upload File Requirements

Fall 2006 Writing and Non-Writing Test Administrations

The table that appears will supply you with the number of student data records that contain a particular Data Problem. Refer to Appendix C of this document for a complete list of Data Problems and a brief description (p.19.) Clicking on the "+" sign before the number of student data records will cause the display list to expand. The first twenty occurrences of invalid records and a description of the nature of the error will be displayed along with the State Testing Identifier (STI) associated with the invalid record.

Please review the entire student data file for the indicated error(s) before resubmitting the file. Once corrections have been made, the file may be resubmitted via the *Student Data File Submission* screen and all valid records will be uploaded into the PEMSolutions database. Each time a file is uploaded, a confirmation e-mail will be sent to the provided e-mail address(es) regarding the status. This same process may be repeated to upload additional students. **Please note that uploading a student record that already exists in the system will update that student record.** This is a change from previous Student Data Upload processes used for online testing.

Your division should submit a separate student record for each test administered to a student. For example, if a student is taking Earth Science and Algebra I, that student needs two records. One record is for Earth Science and the second record is for Algebra I. Within each student record, your division may populate student-specific fields (e.g., Grade, Date of Birth, N-Code, etc.). These types of fields remain constant regardless of the test administered and should be the same on all test records submitted for a given student in a given administration. **In the event a file is submitted that contains varying student-specific information for a single student, the last instance of that data in the Student Data Upload file is what will be maintained in the PEMSolutions database.**

Student Data Upload File Requirements

Fall 2006 Writing and Non-Writing Test Administrations

While not all student data fields are required to be entered prior to testing, school divisions are encouraged to include as many fields as possible in the submitted student data file so that manual entry of data is reduced as much as possible.

Field Preparation for Exports from Student Information Systems:

Export the data from your student information system into these specific fields and in the following order:

Fields shown in **Bold** are required and represent the minimum fields to be included in a Student Data Upload file.

Fields shown as underlined are student-specific fields and should not vary among records for a given student.

- | | |
|---|---|
| 1. Administration | 30. SOA Adjustment-Transfer |
| 2. <u>Student Last Name</u> ¹ | 31. AYP Adjustment-A |
| 3. <u>Student First Name</u> ¹ | 32. AYP Adjustment-B |
| 4. <u>Middle Initial</u> ¹ | 33. AYP Adjustment-C |
| 5. <u>Login ID</u> | 34. AYP Adjustment-D |
| 6. <u>Division Code</u> | 35. <u>Career/Tech Ed & Tech Prep</u> |
| 7. <u>School Code</u> | 36. <u>Career/Tech Ed – Single Parent</u> |
| 8. Test Code | 37. <u>Career/Tech Ed – Displaced Homemaker</u> |
| 9. Group Name | 38. <u>Career/Tech Ed – Nontraditional Career</u> |
| 10. Group Code | 39. Special Code-A (not used at this time; leave blank) |
| 11. <u>Date of Birth</u> | 40. Special Code-B (not used at this time; leave blank) |
| 12. <u>Grade</u> | 41. Special Code-C (not used at this time; leave blank) |
| 13. <u>Gender</u> | 42. <u>RP-Code</u> |
| 14. <u>State Testing Identifier (STI)</u> | 43. <u>Local Use Data</u> |
| 15. <u>Race/Ethnicity</u> | 44. Online Testing |
| 16. <u>Student Number</u> | 45. Recovery |
| 17. <u>Title I/TAS</u> | 46. Retest |
| 18. <u>Student Category – Migrant</u> | 47. Expedited/First Time Retest |
| 19. <u>Student Category – Homeless</u> | 48. D-Code |
| 20. <u>Student Category – Neglected or Delinquent</u> | 49. LEP Exempt Reading |
| 21. <u>N-Code/Econ Disadv</u> | 50. <u>Term Grad</u> (May vary for Writing and Non-Writing Admins) |
| 22. <u>LEP Status Code</u> | 51. <u>VGLA</u> (Indicate once annually for any subject tested or recovered) |
| 23. <u>LEP Proficiency Code</u> | 52. <u>VAAP</u> (Indicate once annually for a student) |
| 24. <u>Disability Status-Section 1</u> | 53. <u>VSEP</u> (Indicate once annually for any subject tested, recovered, or retested) |
| 25. <u>Disability Status-Section 2</u> | 54. Substitute Test (Indicate only once annually for any subject tested) |
| 26. X-Code-A (not used at this time; leave blank) | 55. Y-Code-A (not used at this time; leave blank) |
| 27. X-Code-B (not used at this time; leave blank) | 56. Y-Code-B (not used at this time; leave blank) |
| 28. X-Code-C (not used at this time; leave blank) | 57. Y-Code-C (not used at this time; leave blank) |
| 29. <u>SOA Adjustment-LEP</u> | 58. End of Record |

¹Do not use any special or accented characters in these fields.

Field Definitions

1. **Administration (REQUIRED):** This field must contain the administration for which the student is being registered (e.g., **wrfall06** = Writing Fall 2006 or **nwfall06** = Non-Writing Fall 2006)
2. **Student Last Name (REQUIRED):** This field must contain the student's last name. The limit is 11 characters. Valid characters are A-Z or a space. Do not use any special or accented characters in these fields.
3. **Student First Name (REQUIRED):** This field must contain the student's first name. The limit is 9 characters. First names *and* middle names should NOT be submitted in the Student First Name field. Valid characters A-Z or a space. Do not use any special or accented characters in these fields.
4. **Middle Initial:** The student's middle initial is not a required field. The limit is 1 character. Valid characters A-Z or a space. Do not use any special or accented characters in these fields.
5. **Login ID:** This field contains the ID the student will use to log in to TestNav, the online testing application. If this field is left empty, a unique 10 digit number will be assigned to be used as the Login ID. Login IDs are not case sensitive and spaces should not be used. The Login ID is limited to 60 characters. Please be aware not to use the same Login ID for two different students. If John Smith's Login ID is JSmith, Jane Smith's Login ID should be something different (such as JMSmith, M being Jane's middle initial). This will ensure that there are no duplicate Login IDs.
6. **Division Code (REQUIRED):** This field must contain the three-digit division code that is assigned to your division by the state.
7. **School Code (REQUIRED):** This field must contain the four-digit school code that is assigned to a particular school by the state.
8. **Test Code:** This field may contain a valid test code (See tables below.) The test code represents the level and subject of the test that will be administered to the student. Submit a separate student record for each test administered. For example, if a student is taking Earth Science and Algebra I, that student needs two records, one for Earth Science and a second for Algebra I. If this field is left blank, a student will be registered for the administration but not assigned to a test. Please note these Test Codes are NOT replacing the Subject Codes previously used in the Student Data Extract Files. Information on the record layouts to be used for the Fall 2006 Student Data Extract Files will be forthcoming.

Fall 2006 Writing	
Test Code	Description
8091	Grade 8 English: Writing
EOC002	EOC English: Writing

Fall 2006 Non-Writing	
Test Code	Description
6063	Grade 6 Reading
6073	Grade 6 Mathematics
6083	Grade 6 Plain English Mathematics

Student Data Upload File Requirements
Fall 2006 Writing and Non-Writing Test Administrations

Fall 2006 Non-Writing	
7064	Grade 7 Reading
7074	Grade 7 Mathematics
7084	Grade 7 Plain English Mathematics
8001	Grade 8 Reading Cumulative
8003	Grade 8 Mathematics Cumulative
8005	Grade 8 Science
8033	Grade 8 History & Social Science
8038	Grade 8 Plain English Mathematics Cumulative
8065	Grade 8 Reading
8075	Grade 8 Mathematics
8085	Grade 8 Plain English Mathematics
CSH035	U.S. History to 1877
CSH036	U.S. History: 1877 to Present
CSH037	Civics & Economics
EOC001	English: Reading (1995)
EOC010	Virginia & U.S. History (1995)
EOC011	World History I (1995)
EOC012	World History II (1995)
EOC013	Earth Science
EOC014	Biology
EOC015	Chemistry
EOC017	World Geography (1995)
EOC020	Algebra I
EOC021	Geometry
EOC022	Algebra II (2001)
EOC023	Virginia & U.S. History (2001)
EOC024	World History I (2001)
EOC025	World History II (2001)
EOC029	World Geography (2001)
EOC030	English: Reading (2002)
EOC041	Algebra II (2001 Revised)
EOC086	Plain English Algebra I (2001)

9. Group Name: The limit is 20 characters. The value of this field may be the teacher name and period number, block number, or other common identifier. Valid characters are A-Z, 0-9, or a space. Carefully consider the groups that you add to your organizational hierarchy, and use specific information to name your groups. For example, if a teacher teaches several sections of the same subject and you would like to generate reports for each section; your naming convention may be "Slate Block 1" within the subject of Algebra I. If you would rather generate a report for all sections belonging to a teacher, your naming convention may be "Slate" within the subject of Algebra I.

10. Group Code (Optional): This field does not impact the hierarchy. This field may contain a local code to further identify the Group Name. This field has a character limit of 10. The value of this field may be the course number, section number, period number, block number, or other common identifier. The value will be included in the electronic data files received after testing.

11. Date of Birth (REQUIRED): This field contains the student's date of birth. The format of this field must follow the convention **MMDDCCYY** where MM is the 2-digit month, DD is the 2-digit day, CC is the century, YY is the 2-digit year. For example, if a student's date of birth was September 02, 1986, it would be entered into this field as 09021986. Please supply leading zeros in the month and day fields where appropriate and include a 4-digit year.

12. Grade (REQUIRED): This field contains the student's grade level. The value applied to this field must be one of the following values: **03, 04, 05, 06, 07, 08, 09, 10, 11, 12, TT**. (TT represents Test Taker and may be used for a student who is not enrolled but is returning to take an EOC test for a verified credit. Please see the Test Implementation Manual for a detailed definition.) Leading zeros are not required.

13. Gender (REQUIRED): This field contains the student's gender. The value applied to this field must be one of the following values: **F** or **M**.

F=Female

M=Male

14. State Testing Identifier (STI) (REQUIRED): This field contains the student's STI as issued by the Educational Information Management System (EIMS) and stored in your Student Information System. The format for this **NUMERIC** field must be 10 digits, may not begin with zero and may not have 3 identical digits in a row (e.g., 333, 444, 555, etc.) **Do NOT add the division code in front of the STI in this file. Please contact your local EIMS Project Manager if you have students who have not yet been issued an STI.**

15. Race/Ethnicity: This field contains the student's race/ethnicity. The value applied to this field should be one of the following. If a student has a multi-ethnic background and does not identify with one of the groups listed, the value "0-Unspecified" may be selected. If a student has objected to providing this information, the field may be left blank.

0=Unspecified

1=American Indian or Alaska Native

2=Asian

3=Black (Not of Hispanic Origin)

4=Hispanic

5=White (Not of Hispanic Origin)

6=Native Hawaiian/Other Pacific Islander

16. Student Number (Optional): This field contains the locally assigned student number as stored in your Student Information System. Student numbers may be up to 12 digits in length. **Do NOT add the division code in front of the student number in this file (unless that matches your local student database).** Leading or trailing zeros are **not** necessary.

17. Title I/Targeted Assistance Services: Select the appropriate subject area if the student is receiving Targeted Assistance Services under Title I. The subject areas in which the student is receiving targeted assistance are as follows:

1=Reading & Math

2=Reading

3=Math

4=Science

Student Data Upload File Requirements

Fall 2006 Writing and Non-Writing Test Administrations

Students attending schools with schoolwide Title I programs should **not** have a value in this field. See the division Title I Coordinator for more information if needed. If you have additional questions, please contact the Title I Coordinator at VDOE for your Region as listed at <http://www.doe.virginia.gov/VDOE/Instruction/title1/index.shtml>.

18. Student Category-Migrant: This field should contain a **Y** if the student is classified as Migrant.

Definition: Student Category-Migrant

A child who is, or whose parent or spouse is a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work—

(A) has moved from one school division to another;

(B) in a State that is comprised of a single school division, has moved from one administrative area to another within such division; or

(C) resides in a school division of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Note: If a student is classified as Migrant, the student also should be coded as N-Code/Economically Disadvantaged due to fact that a Migrant student is now eligible for Free-Reduced Lunch.

19. Student Category-Homeless: This field should contain a **Y** if the student is classified as Homeless.

Definition: Student Category-Homeless

A child who is homeless and attending any school served by the local school division.

Note: If a student is classified as Homeless, the student also should be coded as N-Code/Economically Disadvantaged due to fact that a Homeless student is now eligible for Free-Reduced Lunch.

20. Student Category-Neglected or Delinquent: This field should contain a **Y** if the student is classified as Neglected or Delinquent.

Definition: Student Category-Neglected or Delinquent

A child in a local institution for neglected or delinquent children and youth or attending a community day program for such children.

21. N-Code/Econ Disadv.²: This field should contain a **Y** (Yes) if the student is classified as described below.

Economically Disadvantaged

A student is economically disadvantaged if he/she:

(1) is eligible for free or reduced-price lunch;

(2) receives TANF (Temporary Aid for Needy Families); or

(3) is eligible for Medicaid.

² Required when a Student Category-Migrant or Student Category-Homeless is populated.

22. LEP Status Code: Select the appropriate value if the student is classified as limited English proficient (LEP).

1=LEP and Receiving Services

2=LEP and on Monitor Status-1st year

3=LEP and on Monitor Status-2nd year

4=Identified as LEP, but not receiving services

5=1st Year Post-Monitor Status

6=2nd Year Post-Monitor Status

Student Data Upload File Requirements
Fall 2006 Writing and Non-Writing Test Administrations

Definition: Limited English Proficient

As of January 8, 2002, an LEP student in the Commonwealth of Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act* of 2001.

The law states:

An LEP student is classified as one:	
A.	who is aged 3 through 21;
B.	who is enrolled or preparing to enroll in an elementary school or secondary school
C.	(i.) who was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant
OR	
(ii.)	(I.) who is a Native American or Alaska Native, or a native resident of outlying areas; and (II.) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
OR	
(iii.)	who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;
AND	
(D.)	whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual –
(i.)	the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
(ii.)	the ability to achieve successfully in classrooms where the language of instruction is English; or
(iii.)	the opportunity to participate fully in society.
[P.L. 107-100, Title IX, Part A, Sec. 901, (25)]	

23. LEP Proficiency Code: Select the appropriate value if the student is classified as Limited English proficient (LEP) **AND** LEP Status Code = 1 or 4.

- 1=Proficiency Level 1
- 2=Proficiency Level 2
- 3=Proficiency Level 3
- 4=Proficiency Level 4

24. Disability Status-Section 1: The disability status field must be used for any student who is identified as having a disability and is provided an accommodation specified in an Individualized Education Plan (IEP) or 504 Plan. Provide the appropriate two-digit student disability status code as listed below (**01-10** or **12-16**, 11 is not valid). If more than one disability exists, select the primary disability. If using the Excel template provided, use the values in the drop-down menu.

- | | |
|--|--|
| 01=Mental Retardation | 09=Speech/Language Impairment |
| 02=Severe Disabilities | 10=Other Health Impairment |
| 03=Multiple Disabilities | 12=Deaf-Blind |
| 04=Orthopedic Impairment | 13=Autism |
| 05=Visual Impairment (including blindness) | 14=Traumatic Brain Injury |
| 06=Hearing Impairment/Deaf | 15=Otherwise Qualified Handicapped Under Section 504 |
| 07=Learning Disability | 16=Developmental Delay (through age 8) |
| 08=Emotional Disturbance | |

25. Disability Status-Section 2: This field should contain a **Y** if the student is classified as Formally Special Education. This is defined as a student previously identified as having a disability under an IEP and who was exited from special education services within the last two years.

26. **X-Code-A:** This field should be left blank unless authorized by VDOE.

27. **X-Code-B:** This field should be left blank unless authorized by VDOE.

28. **X-Code-C:** This field should be left blank unless authorized by VDOE.

29. **SOA Adjustment-LEP³:** This field should contain a value of **Y** only if the student meets the LEP Criteria listed previously (p. 9-10, #22) and the student's LEP Status = 1, 2, 3, or 4 **AND** the student has been enrolled in a Virginia public school for less than 11 semesters. Students who are in membership for the majority of days in a semester are considered to have been enrolled for that semester.

³Students with a SOA Adjustment value of **Y** must have the LEP Status Code (field #22) marked as 1, 2, 3, or 4.

30. **SOA Adjustment-Transfer:** This field should contain a **Y** if the student meets any of the criteria below.

Grades 6-8 Reading and Mathematics tests, all Grade 8 tests, and all Content Specific History tests – Semester Block Schedule: Students enrolled from another school division, another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the semester.

OR

End-of-Course tests: Students enrolled from another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the school year (or beginning of the semester, if on block schedules) following the opening of school.

OR

All tests: Students who have transferred out of and back into the division during the school year and have been carried in your division's membership for 50% or less of the school year (or 50% of the semester for those on block schedules).

31. **AYP Adjustment-A (Transfer from within division)⁴:** This field should be **A** if the student was enrolled in the division on or before September 30 of the school year and has been enrolled in the division continuously as of the date of testing. The student transferred from one school to another **within** the division during this time period.

32. **AYP Adjustment-B (Transfer from outside division from within Virginia)⁴:** This field should be **B** if the student was enrolled in Virginia public schools on or before September 30 of the school year and has been enrolled in the Virginia public schools continuously as of the date of testing. The student transferred from one division to another **within** Virginia during this time period.

33. **AYP Adjustment-C (Transfer from outside the state)⁴:** This field should be **C** if the student was **not** enrolled in the Virginia public schools on September 30 of the school year and/or has **not** been enrolled in the Virginia public schools continuously as of the date of testing.

34. **AYP Adjustment-D (Student Classified as LEP and enrolled in U.S. schools less than 12 months)⁴:** This field should be **D** for students who are classified as LEP (level 1, level 2, level 3, level 4, monitor year 1 or monitor year 2) and who have been enrolled in U.S. schools for less than 12 months. This would include LEP students who enrolled in a U.S. school on or after the first day of school in the 2006-2007 school year.

⁴ AYP Adjustments are not applicable to History & Social Science tests.

Student Data Upload File Requirements

Fall 2006 Writing and Non-Writing Test Administrations

Note: For AYP Adjustments (Fields 31 through 34), the only valid combinations for a student record are A, B, C, D, AD, BD, or CD. No other combinations are valid.

35. Career/Tech Ed Course & Tech Prep Program: Select the appropriate label for Career/Technical Education students who meet the criteria listed below. The values for this field are as follows:

- 1=Career/Tech Ed Course only
- 2=Career/Tech Ed & Tech Prep Program

If you are unsure about the Career/Technical Education fields, work with your local Career and Technical Education Administrator. If you have additional questions, please call the Virginia Department of Education Office of Career and Technical Education at (804) 225-2051.

Career/Tech Ed Course Only

Select **1** (Career/Tech Ed Course only) for all students (**grades 9-12**) who are enrolled in one or more Career and Technical Education course(s) during the same "real time" as an academic course(s) that require(s) a Standards of Learning End-of-Course test.

Career and Technical Education content areas are:

- Agriculture Education
- Business and Information Technology
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology Education
- Trade & Industrial Education
- Career Connections, including Special Programs

Career/Tech Ed Course & Tech Prep Program

Select Career/Tech Ed Course & Tech Prep Program for **all** students who are enrolled in the secondary component of a Tech Prep program. **Note: A student who is enrolled in a Tech Prep program must also be enrolled in a Career and Technical Education course(s).**

A Tech Prep program is defined as a program of study that:

- combines at a minimum of two years of secondary education (as determined under State law) with a minimum of two years of postsecondary education in a non-duplicative, sequential course of study
- integrates academic and career and technical instruction and utilizes work-based and work-site learning where appropriate and available
- provides technical preparation in a career field such as engineering technology; applied science; a mechanical, industrial, or practical art or trade; agriculture; health occupations; business; or applied economics
- builds student competence in mathematics, science, reading, writing, communications, economics, and workplace skills through applied, contextual academics and integrated instruction in a coherent sequence of courses
- leads to an associate degree or baccalaureate degree, or a postsecondary certificate in a specific career field
- leads to placement in appropriate employment or to further education

36. Career/Tech Ed-Single Parent⁵: Work with your local Career and Technical Education Administrator to determine if this field needs to be completed. This field should contain a **Y** if the student (**grades 9-12**) is classified as described below.

Single parents

Students who are unmarried or legally separated from a spouse and have a minor child or children for whom the parent has either custody or joint custody.

37. Career/Tech Ed-Displaced Homemaker⁵: Work with your local Career and Technical Education Administrator to determine if this field needs to be completed. This field should contain a **Y** if the student (**grades 9-12**) is classified as described below.

Displaced homemakers

Students who

- (1) have worked primarily without remuneration to care for a home and family, and for that reason have diminished marketable skills, have been dependent on the income of another family member but are no longer supported by that income, or are a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et.seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and
- (2) are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment.

⁵Career/Tech Ed Note

If a Career/Tech Ed student has a Disability Status or is classified as LEP, or is coded as Free Lunch or Reduced-price Lunch (N-Code), do NOT complete Career/Tech Ed-Single Parent or Career/Tech Ed-Displaced Homemaker. If a student does NOT have a Disability Status or is NOT classified as LEP, or is not receiving a Free or Reduced-price Lunch, you may complete only ONE: Career/Tech Ed-Single Parent **OR** Career/Tech Ed-Displaced Homemaker.

38. Career/Tech Ed-Nontraditional Career: Work with your local Career and Technical Education Administrator to determine if this field needs to be completed. This field should contain a **Y** if the student is classified as described below.

Nontraditional Career

Students who are classified as the nontraditional gender (**grades 9-12**) enrolled in one or more of the course(s) identified for Nontraditional Career Preparation and enrolled in academic course(s) that require(s) a Standards of Learning End-of-Course test. To determine this student population:

- Review the list *Secondary Programs Identified for Nontraditional Career Preparation in Virginia* found at <http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/procedure.pdf>
- Determine which courses from this list are offered at each high school and the nontraditional gender classification assigned to these courses; and
- Review the class roster for only the courses offered at your school for nontraditional career preparation. Identify only students classified as the nontraditional gender in these courses

39. Special Code-A (EOC Only): This field should be left blank unless authorized by VDOE.

40. Special Code-B (EOC Only): This field should be left blank unless authorized by VDOE.

41. Special Code-C (EOC Only): This field should be left blank unless authorized by VDOE.

42. RP-Code: This field should contain a **Y** for any student in grades 6-12 who is enrolled in a course that requires an SOL assessment AND who has been enrolled in a Regional Alternative Education Program during the 2006-

Student Data Upload File Requirements

Fall 2006 Writing and Non-Writing Test Administrations

2007 school year. If you have additional questions, contact the local Alternative Education Coordinator or contact the Office of Program Administration and Accountability, Virginia Department of Education at (804) 786-3340.

43. Local Use Data: This alphanumeric field is available for optional use as prescribed by the school division. This field has a character limit of 9. Valid values are A-Z, 0-9, and a space.

44. Online Testing: This field should contain a **Y** if the student will be taking the test selected in field # 8 online. For all records that have a **Y** in this field, no pre-ID label will be created for that record.

45. Recovery: This field should contain a **Y** if the student is classified as described in Appendix B.

46. Retest: This field should contain a **Y** if the student is classified as described in Appendix B.

47. Expedited/First Time Retest: This field should contain a **Y** if the student is classified as described in Appendix B.

48. D-Code: This field should contain a **Y** if the student is pursuing a Modified Standard Diploma and is classified as described in Appendix B.

49. LEP Exempt Reading (Grades 3-8 Reading Only): This field should contain a **Y** if the student is classified as LEP and has been enrolled in U.S. schools for less than 12 months (AYP Adjustment – D) **AND** will not be taking the Reading test.

50. Term Grad: For the **Fall 2006 Writing Administration**, this field should contain a **Y** if the student is attempting to accrue sufficient verified credits to graduate before August 31, 2007. For the **Fall 2006 Non-Writing Administration**, this field should contain a **Y** if the student is attempting to accrue sufficient verified credits to graduate by the end of the Fall 2006 Semester.

51. VGLA (Grades 3-8 Only, SEMESTER BLOCK SCHEDULE Only): This field should contain a **Y** in the specific test record(s) for which the student is participating in VGLA on a Semester Block Schedule **ONLY**. Students participating in VGLA on regular, full-year schedule should have the appropriate student record(s) with VGLA coded **Y** in the Spring 2007 Non-Writing Administration **ONLY**.

52. VAAP (Grades 3-8 and 11 Only): This field should contain a **Y** if the student is participating in VAAP. A single student record with a value of **Y** should be uploaded **ONLY** in one Non-Writing Administration for a student during the entire 2006-2007 academic school year.

53. VSEP (Grades 9-12 Only, SEMESTER BLOCK SCHEDULE Only): This field should contain a **Y** in the specific test record(s) for which the student is participating in VSEP on a Semester Block Schedule **ONLY**. Students participating in VSEP on regular, full-year schedule should have the appropriate student record(s) with VSEP coded **Y** in the Spring 2007 Non-Writing Administration **ONLY**.

54. Substitute Test (EOC Only): This field should contain a **Y** in the specific test record(s) for which the student is participating in a Substitute Test on a Semester Block Schedule **ONLY**. Students participating in a Substitute Test on regular, full-year schedule should have the appropriate student record(s) with Substitute Test coded **Y** in the Spring 2007 Non-Writing Administration **ONLY**.

55. Y-Code-A: This field should be left blank unless authorized by VDOE.

Student Data Upload File Requirements
Fall 2006 Writing and Non-Writing Test Administrations

- 56. Y-Code-B: This field should be left blank unless authorized by VDOE.
- 57. Y-Code-C: This field should be left blank unless authorized by VDOE.
- 58. End of Record (REQUIRED): This field must contain a Y at the end of a student record.

Appendix A

Field Lengths – Bold fields are required

Column	Field Length	Field Description
1	8	Administration
2	11	<u>Student Last Name</u>
3	9	<u>Student First Name</u>
4	1	<u>Student MI</u>
5	60	<u>Login ID</u>
6	3	<u>Division Code</u>
7	4	<u>School Code</u>
8	6	Test Code
9	20	Group Name
10	10	Group Code
11	8	<u>Date of Birth</u>
12	2	<u>Grade</u>
13	1	<u>Gender</u>
14	10	<u>State Testing Identifier (STI)</u>
15	1	<u>Race/Ethnicity</u>
16	12	<u>Student Number</u>
17	1	<u>Title I/TAS</u>
18	1	<u>Student Category - Migrant</u>
19	1	<u>Student Category - Homeless</u>
20	1	<u>Student Category - Neglected or Delinquent</u>
21	1	<u>N-Code/Econ Disadv</u>
22	1	<u>LEP Status Code</u>
23	1	<u>LEP Proficiency Code</u>
24	2	<u>Disability Status – Section 1</u>
25	1	<u>Disability Status – Section 2</u>
26	1	X-Code-A
27	1	X-Code-B
28	1	X-Code-C
29	1	<u>SOA Adjustment - LEP</u>
30	1	SOA Adjustment - Transfer
31	1	AYP Adjustment-A
32	1	AYP Adjustment-B
33	1	AYP Adjustment-C
34	1	AYP Adjustment-D
35	1	<u>Career/Tech Ed & Tech Prep</u>
36	1	<u>Career/Tech ED Single Parent</u>

Student Data Upload File Requirements
Fall 2006 Writing and Non-Writing Test Administrations

Column	Field Length	Field Description
37	1	<u>Career/Tech Ed Displaced Homemaker</u>
38	1	<u>Career/Tech Ed Nontraditional Career</u>
39	1	Special Code-A
40	1	Special Code-B
41	1	Special Code-C
42	1	<u>RP-Code</u>
43	9	<u>Local Use Data</u>
44	1	Online Testing
45	1	Recovery
46	1	Retest
47	1	Expedited/First Time Retest
48	1	D-Code
49	1	SELP
50	1	<u>Term Grad</u> (May vary for Writing and Non-Writing Admins)
51	1	VGLA
52	1	<u>VAAP</u>
53	1	VSEP
54	1	Substitute Test
55	1	Y-Code-A
56	1	Y-Code-B
57	1	Y-Code-C
58	1	End of Record

Bold fields are required.

Underlined fields are student-specific fields and must remain constant among all records for the same student.

Appendix B

If a student is ...	Recovery	Retest	Expedited/First Time Retest	D-Code
<ul style="list-style-type: none"> RETAKING an EOC test for verified credit for the FIRST time AND after the regular administration under the expedited retake policy, Complete Expedited/First Time Retest for the specific subject(s) 	N/A	N/A	Y	N/A
<ul style="list-style-type: none"> RETAKING an EOC test for verified credit NOT under the expedited retake policy, Complete Retest for the specific subject(s). 	N/A	Y	N/A	N/A
<ul style="list-style-type: none"> RETAKING an EOC <i>Reading</i> and/or <i>Mathematics</i> test for verified credit AND has participated in a remediation recovery program, Complete Recovery for the specific subject(s) 	Y	N/A	N/A	N/A
<ul style="list-style-type: none"> Promoted to grade 6, 7, or 8 but failed the previous Grade's <i>Reading</i> test and/or <i>Mathematics</i> test and participated in a remediation recovery program, Complete Recovery for the specific subject(s) 	Y	N/A	N/A	N/A
<ul style="list-style-type: none"> Promoted to grade 9 but failed the Grade 8 <i>Reading</i> test and/or <i>Mathematics</i> test; NOT pursuing a Modified Standard Diploma; RETAKING the Grade 8 <i>Reading</i> test and/or <i>Mathematics</i> test; and participated in a remediation recovery program, Complete Recovery for the specific Grade 8 subject(s) 	Y	N/A	N/A	N/A
<ul style="list-style-type: none"> In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and TAKING Grade 8 <i>Reading</i> test or Grade 8 <i>Reading</i> Cumulative test and/or Grade 8 <i>Mathematics</i> test or Grade 8 <i>Mathematics</i> Cumulative test for the FIRST time, Complete D-Code for the specific subject(s) 	N/A	N/A	N/A	Y
<ul style="list-style-type: none"> In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and RETAKING a Grade 8 <i>Reading</i> test or Grade 8 <i>Reading</i> Cumulative test and/or Grade 8 <i>Mathematics</i> test or Grade 8 <i>Mathematics</i> Cumulative test for the FIRST time after the regular administration under the expedited retake policy, Complete Expedited/First Time Retest and D-Code for the specific subject(s) 	N/A	N/A	Y	Y

Student Data Upload File Requirements
Fall 2006 Writing and Non-Writing Test Administrations

If a student is ...	Recovery	Retest	Expedited/First Time Retest	D-Code
<ul style="list-style-type: none"> In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and RETAKING a Grade 8 <i>Reading</i> test or Grade 8 <i>Reading</i> Cumulative test and/or Grade 8 <i>Mathematics</i> test or Grade 8 <i>Mathematics</i> Cumulative test NOT under the expedited retake policy, Complete Retest and D-Code for the specific subject(s) 	N/A	Y	N/A	Y
<ul style="list-style-type: none"> In grade 9, 10, 11, or 12; pursuing a Modified Standard Diploma; RETAKING a Grade 8 <i>Reading</i> test or Grade 8 <i>Reading</i> Cumulative test and/or Grade 8 <i>Mathematics</i> test or Grade 8 <i>Mathematics</i> Cumulative test; and participated in a remediation recovery program, Complete Recovery and D-Code for the specific Grade 8 subject(s) 	Y	N/A	N/A	Y

Note: Remediation Recovery is available as an option only for Reading and Mathematics tests.

Appendix C

Error Types

Data Problem	Description
invalid Boolean value	Field must contain a Y, N or blank.
invalid date	Field must be a valid date field.
invalid numeric value	Field must contain a valid numeric value.
missing value	Field was empty when it was a required field.
value was larger than allowed	Field contained a value that was larger than the maximum that is allowed.
value was too small	Field contained a value that was smaller than what is allowed.
value cannot contain	Field contained a value that was not allowed.
value must contain	Field can only contain a value of
value is not in the set of values	Field contained a value that was not in a set of values. Example, Grade field must contain a K,01,02,03,04,05,06,07,08,09,10,11,12,TT
value was not in a range	Field contained a value that was not in a range of values.
invalid organization code	Tried to assign a Student to a School that does not exist.
invalid test administration	Tried to assign a Student to a Test Administration that does not exist.
invalid student test assignment	Tried to assign a Student to a Test that does not exist for the Test Administration.
value contained a character that was not non-alpha or blank	Field contained a value that was not an alpha character or blank.
value contained a character that was not an alpha character	Field contained a value that was not an alpha character.
value contained a character that was not an alpha-numeric character	Field contained a value that was not an alpha-numeric character.
value contained a character that was not alpha-numeric character or blank	Field contained a value that was not an alpha-numeric character or blank.
the student values did not match the existing student values	The First Name, Last Name, Grade and Date of Birth demographics provided for the Student/STI did not match the currently loaded demographics for the Student/STI.
value contained a character that was not a numeric or a blank	Field contained a value that was not a numeric or blank.
invalid combination of values	Field contained a value that caused another field value to be invalid. Example, if LEP Status Code is 1 or 4, the accompanying LEP Proficiency Level 1-4 must be populated.
Missing State Testing Identifier	The State Testing Identifier provided does not exist.